

Shared Leave Cross Agency DonationTransaction Code:
PA30

Purpose Use this procedure to donate shared leave when the donor and the recipient work at different agencies.

Trigger Perform this procedure when one employee is donating shared leave to another employee within a different agency.

Prerequisites

- Absence Quota balance exists for the donating employee.
- If the donating employee would like to donate their Personal Holiday, it must be converted into an hourly amount first.
 - See the procedure ***Personal Holiday Convert into Hours***.
- Both employee's have eligibility established.
 - See the procedure ***Shared Leave Establish Eligibility*** procedure.

End User Roles Payroll Processor, Leave Corrections Processor










Change History	Change Description
12/10/2009	Created

Menu Path Human Resources → Personnel Management → Administration → HR Master Data → Maintain

Transaction Code PA30

Helpful Hints	Payroll Processors and Leave Corrections Processors will use the Attendance System Change Report (ZHR_RPTTM084) to verify received, donated and returned quota balances.
----------------------	---

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
Error 	Example:  Make an entry in all required fields. Action: Fix the problem(s) and then click  (Enter) to validate and proceed.
Warning 	Example:  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. Action: If an action is required, perform the action. Otherwise, click  (Enter) to validate and proceed.
Confirmation  or 	Example:  Save your entries. Action: Perform the required action to proceed.

Procedure

Scenario:


An employee (the **donor**) would like to donate 25 hours of annual leave to another state worker who works in another agency (the **recipient**).




Both the donor and the recipient have their eligibility established on their **Absence Pool (0696)**


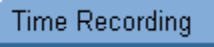

Both the donor and the recipient have their **Based Rate** established

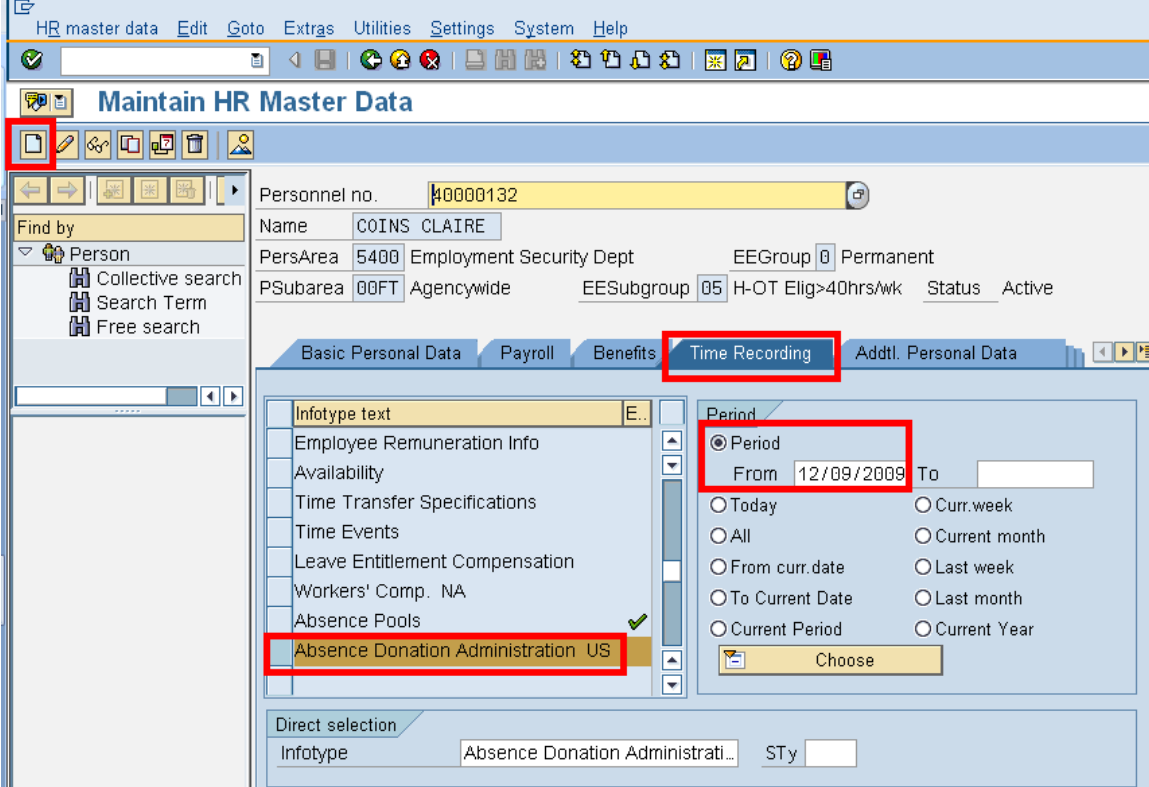
1. Start the transaction using the above menu path or transaction code **PA30**.



2. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel no	R	<p>The employee's unique identifying number.</p> <p> Enter the donor's personnel number</p> <p>Example: 40000132</p>


Period	R	<p>Enter the effective date of the donation into the From Date field.</p> <p> The date should be the start date that the Recipient was made eligible to receive Shared Leave.</p> <p> If a date is not entered on this screen, the system will not display the donor's current quota balance.</p> <p> By entering the effective date here, it will be carried over to the <i>Absence Donation Administration (0613)</i> Infotype</p> <p>Example: 12/9/2009</p>
--------	---	--

3. Click  (Enter) to validate the information. Verify you have accessed the correct employee record.
4. Click the  tab to select.
5. Select the blue box to the left of  to select

6. 

7. Click  (Create) to donate leave to the RECIPIENT of shared leave. Select  from the pop up window

8. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Abs. quota type	R	It is a specific absence quota that is being donated by the Donor .  If an employee would like to donate their Personal Holiday, it must be converted into an hourly amount first. See the procedure Personal Holiday Convert into Hours . Example: Annual Leave
Number/Unit	R	Enter the number of hours that are being donated to the recipient. Example: 25
External Recipient	R	Check this box.

Ext. Person	R	The recipient's personnel number Example: 40000001
Absence Quota Type	R	This is a text field, type the quota type recipient is receiving: Example: Shared Leave

Infotype Edit Goto Extras System Help

Create Absence Donation Administration US(0613)

Personnel No 40000132 Name CO
EE group 0 Permanent Personnel ar 540
EE subgroup 05 H-OT Elig>40hrs/... SSN 501-50-5082
Start 12/09/2009

Absence Donation Administration US

Abs.quota type 31 Annual Leave/Vacation (1...)
Number/Unit 25.00 Hours

☐ Home Pool
Home Pool ID
☐ Foreign Pool
Foreign Pool ID
☐ Employee ☐ Amount Related
Personnel no.
Target Abs. quota
☒ External Recipient
Ext. Person 40000001
Absence Quota Type SHARED LEAVE

9. Click (Enter) to validate the information.

10. Click (Save) to save.




HRMS will automatically create a *Time Quota Compensation (0416)* for the donor to reduce their quota balance by the donated amount.

If your employee is the **recipient**, you will need to manually create a *Quota Correction (2013)* to increase the **recipients** Shared Leave Quota balance.

Use the Transaction code **PA30** to access the Maintain HR Master Data

The screenshot shows the SAP 'Maintain HR Master Data' (PA30) transaction. The 'Personnel no.' field is highlighted with a red box and contains '40000001'. The 'Time Recording' tab is selected and highlighted with a red box. In the 'Infotype' list, 'Quota Corrections' is highlighted with a red box. The 'Period' section is also highlighted with a red box, showing 'From 12/09/2009'.


11. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel Number	R	<p>The employee's unique identifying number.</p> <p> Enter the recipients personnel number</p> <p>Example: 40000001</p>
Period	R	<p>Enter the effective date of the donation.</p> <p>Example: 12/9/2009</p>

12. Click  (Create) to donate leave to the **RECIPIENT** of shared leave.

13. Select **2** **15** **41** Shared Leave from the pop up

14. Complete the following fields:


R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Quota Number	R	<p>The actual hours being donated from the donor</p> <p> You must first do a manual calculation to determine the amount of shared leave donated by the donor based on their hourly base rate. Follow the Office of Financial Management calculation.</p> <p>Example: 50</p>
Increase generated entitlement	R	Verify this radio button is selected
Transfer	R	<p>Quota transfer</p> <p>Example: Transfer collected entitlement immediately</p>

15. Click  (**Save**) to save entries.

16. Run the **Time Evaluation (ZT60)** to transfer the donated time to the **recipient**

17. Enter **/NZT60** into the command field

18. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel Number	R	<p>The employee's unique identifying number.</p> <p> Enter the recipients personnel number</p> <p>Example: 40000001</p>

Program Edit Goto System Help

HR TIME: Time Evaluation

Further selections Search helps Sort order

Selection

Personnel Number	00000001	
Personnel area		
Personnel subarea		
Payroll area		

Parameters for time evaluation

Forced recalculation as of	
Evaluation up to	12/31/2009


Program options

☐ Display log

☐ Test run (no update)

☐ Stop at function/operation BREAK

☐ Stop at fixed positions in time evaluation

19. Click  (Execute) to generate the Time Evaluation

Log Edit Goto View Settings System Help

Display Log Tree

Log: Time Evaluation

- General data
 - Successful personnel numbers
 - Personnel numbers with errors
 - Personnel numbers ended early
 - Personnel Numbers Rejected
 - Messages
- Statistics
 - Selected personnel numbers 1
 - Successful runs for 1
 - including with errors 0
 - Processing not completed for 0
 - Rejected 0
 - Total number of messages and error messages 0



To verify the **Recipients** Shared Leave quota balance, access their **Absence Quotas (2006)**

20. Enter **/NPA20** into the command field:

The screenshot shows the 'Display HR Master Data' window. The 'Personnel no.' field contains '40000001'. The 'Name' field contains 'BACHMANN IRENE'. The 'PersArea' is '1110' and 'Dept of Personnel'. The 'EEGroup' is '0' and 'Permanent'. The 'PSubarea' is '0001' and 'Non Represented'. The 'EESubgroup' is '01' and 'Monthly(M) OT Exe...'. The 'Status' is 'Active'. The 'Basic Personal Data' tab is selected. The 'Infotype text' list on the left has 'Absence Quotas' selected. The 'Period' section on the right shows 'From 01/01/1800' and 'To 12/31/9999'. The 'Direct selection' section at the bottom shows 'Infotype Absence Quotas' and 'STy 41 Shared Leave'.


R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel Number	R	<p>The employee's unique identifying number.</p> <p> Enter the recipients personnel number</p> <p>Example: 40000001</p>

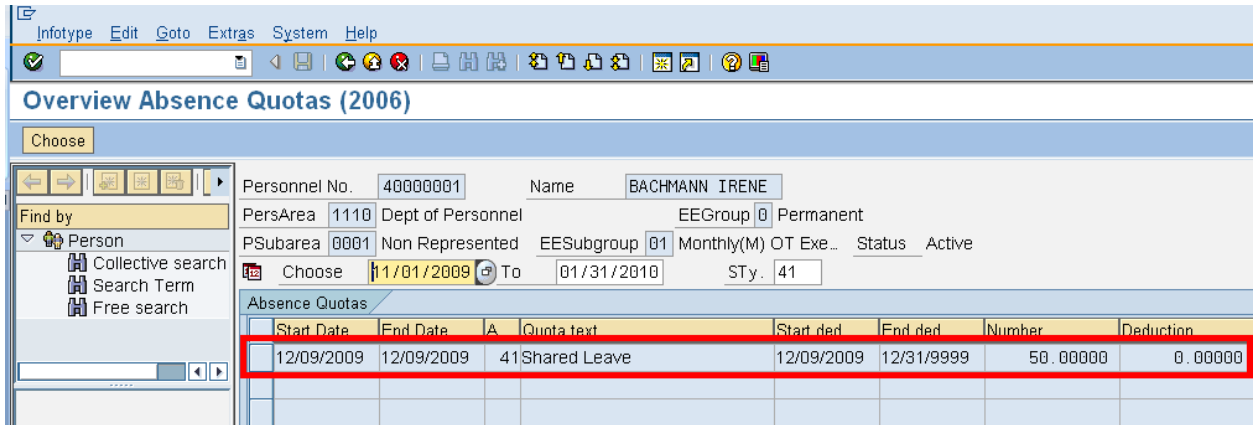
15. Click the **Time Recording** tab to select.

16. Select the blue box to the left of **Absence Quotas** to select.

17. Select the **All** radio button to view all records created.

18. Enter quota type **STy 41** **Shared Leave** to narrow the search results.

19. Click  (overview) to display all records.



Start Date	End Date	A	Quota text	Start ded	End ded	Number	Deduction
12/09/2009	12/09/2009	41	Shared Leave	12/09/2009	12/31/9999	50.00000	0.00000

20. You have completed this transaction.

Results

You have donated shared leave from one employee to another within the different agencies.